

DEPARTMENT OF FINANCE AND ADMINISTRATION
ADMINISTRATIVE MEMORANDUM

300.14	TITLE: Office Hours/Flex-Time		
ISSUING OFFICE:	DFA Director's Office		
DISTRIBUTION THROUGH:	All DFA Employees		(LEVEL)
DATE ISSUED / REVISED:	12/10/01	REPLACES: 300.14	DATED: 01/14/83

Governor's Policy Directive (GPD) 5, Standards of Performance, which must be followed by all state agencies, states:

“All State offices shall be open for business between 8:00 a.m. and 4:30 p.m. However, department directors shall have flexibility to establish other working hours for their department personnel so long as all employees work an eight-hour day. Deviations from the five-day, 40-hour workweek shall be approved by the Governor.”

Effective immediately, the following Flex-Time Policy is in effect for the Department of Finance and Administration.

Each administrative office in the Department of Finance and Administration will be open for business between the hours of 8:00 a.m. and 4:30 p.m. While the normal workday for full-time employees is eight (8) hours, other variable workday schedules exist in DFA. Divisions or sections operating on a 24-hour basis or other than the normal workweek shall be responsible for setting effective schedules. For most employees, the basic 40-hour workweek is five (5) eight-hour days, with a minimum 30 minutes lunch break occurring during the mid-point of the employee's work schedule. Each Administrator is responsible for establishing the work schedule for his/her office.

Administrators are encouraged to develop reasonable Flex-Time schedules for employees whenever taxpayer needs will not be affected and management concurs. The implementation of any Flex-Time policy may be subject to review and approval by the DFA Director, DFA Deputy Director, or other designee. The following criteria must be met when establishing a Flex-Time Schedule:

- 1) Offices must be sufficiently staffed to properly conduct business between the hours of 8:00 a.m. and 4:30 p.m.;
- 2) Work exists that can be performed and the Flex-Time does not decrease any customer service during regular work hours; and
- 3) Employees on Flex-Time are supervised during the Flex-Time period.

Employees who have specific questions regarding working hours should consult their supervisors.